

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Supervisor (Laundry/Custodial) #185290

**ANNOUNCEMENT NO.** 120-2015

**SALARY:** WS-209 / Minimum \$20,634 / Maximum \$42,182 annually

**LOCATION:** LANG-CB, Camp Beauregard, Pineville, Louisiana

**OPEN:** 8 October 2015

**CLOSE:** 22 October 2015

**NOTE:** Currently Louisiana Military Department Vacancy Announcements are posted at <http://agency.governmentjobs.com/louisiana/default.cfm> This link will bring you to the current Job Opportunities Site. Scroll down to Agencies and check the block LA Military Department and click Apply Search at the bottom of page.

#### A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must have knowledge of computers to include Windows and Office Programs (Word, Excel, PowerPoint and Outlook). Must possess excellent communications skills both oral and written. Must be able to work independently to meet established deadlines and objectives. Ability to work with general guidance to meet objectives. Must have working knowledge of general operations and procedures. Ability to read and interpret regulations and directives. Working knowledge of general maintenance and equipment. Preferred: Ability to operate a computer and use Microsoft Office Software for record keeping and access the internet for information and references.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

**3. CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

**4. POSITION DESCRIPTION:** Primary duties and responsibilities as the Laundry Manager consist of the following: Supervise and manage the laundry point effectively and proficiently with minimum supervision. Report to the Billeting Office every morning to receive guidance, safety brief and any additional information to conduct daily operations. Coordinate with customers (Billeting, YCP and Units Training on Post) on their laundry needs and be able to put together a plan of action to manage daily operations using time management. Employee will be required to supervise and manage two to three offenders IAW Supervise Offender Training Class to execute the daily requirements. Record the pounds of laundry process through the laundry point daily by customer. Turn in a monthly roll up to Billeting Supervisor. Maintain and monitor the use of chemicals used at the laundry point and submit a request for reorder. Maintain a Hazardous Log Binder with updated Safety Sheets (SDS) IAW the Global Harmonized System (GHS) for hazard communication. Keep the laundry point clean and orderly at all times to prevent any safety hazards. Maintain the laundry washers and dryers. Conduct monthly inventory of the laundry point property. Report to work on time, dressed properly and with good personal hygiene IAW LMD SOP. Adhere to all state, federal and section policies and regulations. Secondary duties and responsibilities consist of the following, but are not limited to: Assist Billeting operations when needed: Conduct housing keeping, billeting and office duties. Restock linen and janitorial closet. Help resolve customer issues. Complete SHARP Training and Foster Sexual Harassment Free Environment Training. Complete all of LMD's annual mandatory training and any additional training required to perform assigned duty. Perform other duties as assigned.

**5. APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **To obtain a LANG-LMD-H Form 10 (State Application) contact the following Human Resources Employee Assistance Office.**

SFC (Ret) Theresa Walker / Mrs. Kimberly Clay  
LMD-HR, Pineville, La. (LANG-CB) & Minden, La. (LANG-CM)  
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